



## MANAGEMENT & TRAINING CORPORATION JOB ANNOUNCEMENT

\*Pos \_\_\_\_\_ 16

TO: 8/17/2016

Center/Division: Denison Job Corps

Job Bid: #8283BR

Position Title: Counselor

Salary: \$33,000+

Reports to: Supervisor, Counseling

Department: Counseling

### **Positions Summary:**

Reports to the supervisor, counseling. Responsible for planning, coordinating, developing and implementing a professional, personal and group counseling program for assigned students in compliance with government and management directives.

### **Essential Functions:**

1. Review detailed background file, conduct personal interview and test as necessary to analyze and recommend a program for each assigned student.
2. Provide continuous educational, vocational, personal and social adjustment counseling on an individual and group basis; recommend necessary program modifications throughout the stay of each assigned student.
3. Conduct continuous interpretation and evaluation of progress in student's specific development program.
4. Coordinate problem cases and point out areas in which guidance and development techniques can be improved; maintain documentation and records.
5. Utilize new concepts and approaches; recommend and conduct training sessions and conferences to develop greater proficiency among staff in areas of guidance and social adjustment.
6. Recommend medical or psychiatric evaluation for emotional or psychological problems; evaluate results and take remedial action as warranted.
7. Refer students to other program areas as appropriate and necessary.
8. Serve on career management teams and 60 day evaluations; participate in other center programs such as career preparation, multi cultural committee, TEAP and pregnancy programs.
9. Maintain contact with student's family and admission counselors; utilize community resources as needed.
10. Assist in the evaluation of center services for students and recommend modifications for improvement.
11. Update and maintain personal career development plan.
12. Provide staff training to Residential Advisors in conducting dormitory group counseling sessions and Career Success Standard Training.
13. Provide for the special needs of the parents and children if assigned to the Solo Parent Program.
14. Support, promote and enforce Center Zero Tolerance Policies.
15. Participate in student employability programs and activities.
16. Promote the development of positive social skills through modeling appropriate behaviors and intervening when inappropriate behaviors are observed.
17. Maintain accountability of students, children and property; adhere to safety practices.

It is expected that the incumbent shall perform other duties as assigned within his/her capabilities as determined by management.

### **Education and Experience Requirements:**

Bachelor's degree in counseling or associated field (including 15 hours of instruction in social services) and one year related experience. Experience with youth, excellent written and verbal communications skills and computer proficiency required. Unless waived by management, valid driver's license with an acceptable driving record.

*MTC/ Denison Job Corps Center is an equal opportunity employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.*

\*Interested and qualified candidates may apply at their local Workforce Development Center, stop at the Center or apply online @ [www.mtcjobs.com](http://www.mtcjobs.com). Any questions contact Human Resources @ 712-265-2378.

**SIGN ON BONUS \$400**